



Development  
Services

JANUARY 2017

## **LAND DEVELOPMENT MANUAL**

Volume I, Chapter 1

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# **Project Submittal Requirements**

## **Section 6 Policy Approvals**

**DEVELOPMENT SERVICES DEPARTMENT**

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# Table of Contents

Policy Approvals .....6-1

    Introduction.....6-1

    Submittal Requirements .....6-2

    Completeness Review Required .....6-2

    Guaranteed Second Opinion.....6-2

Submittal Requirements Matrix .....6-3

Minimum Submittal Requirements Checklist .....6-4

## Policy Approvals

### Introduction

The following policy approvals require a public hearing to decide if the proposed new policy or amendment complies with state law and carries out the goals and policies of the City of San Diego.

#### A. LAND USE PLANS/LOCAL COASTAL PROGRAM AMENDMENTS

Land Use Plans include any and all public documents that contain policies and specific proposals for future land use. The list of City documents classified as Land Use Plans includes, but is not limited to:

- The General Plan
- Community Plans
- Specific Plans
- Precise Plans

Changes to any of these plans within the Coastal Overlay Zone also require a Local Coastal Program Amendment. The Policy Approvals' Submittal Matrix summarizes the submittal requirements for a Land Use Plan Amendment.

It is important to note that a proposed amendment to a Land Use Plan, such as a Community Plan Amendment involves two steps. Step One is to initiate the amendment before the Planning Commission at a hearing. This step is fairly simple and does not require plans, Completeness Review, or a Public Notice Package. However, it is an important step and requires a Letter of Initiation detailing your proposed amendment. Depending on

#### LAND DEVELOPMENT MANUAL PROJECT SUBMITTAL PROCESS

<a href="#">Section 1</a>	Guide to the Project Submittal Process
<a href="#">Section 2</a>	Construction Permits – Structures
<a href="#">Section 2A</a>	Single Dwelling Unit/Duplex/Townhomes and Accessory Structures
<a href="#">Section 3</a>	Construction Permits - Grading and Public Right-of-Way
<a href="#">Section 4</a>	Development Permits/Approvals
<a href="#">Section 5</a>	Subdivision Approvals
<a href="#">Section 6</a>	Policy Approvals

the nature of your proposal, staff may request additional information necessary to evaluate the potential impacts of any plan amendment on the fulfillment of citywide land use goals, during the initial review. The Planning Commission may approve the request to initiate if it determines that the application meets the “Criteria for Initiation of Amendments” (see General Plan Land Use and Community Planning Element, Section D, Policy LU-D.10. For additional information please see Policies LU-D.6, LU-D.8-9).

Step Two will require more detailed submittal information, including the Resolution of Initiation, as indicated by the Submittal Matrix. In most cases, a Land Use request (e.g., Community Plan Amendment) often involves or is associated with other types of permit requests such as, Development Permit(s), Tentative Map, and/or a Rezone. If this is the case, it is recommended that the whole project (all the permit types) be submitted at the start of Step Two. This submittal is subject to Completeness Review.

## **B. REZONINGS**

Rezoning involves any proposed change to the base zone or overlay zone of a property. A rezoning in the Coastal Overlay zone is also a Local Coastal Program Amendment. The Policy Approvals' Submittal Matrix summarizes the submittal requirements for a Rezoning.

## **C. DEVELOPMENT AGREEMENTS**

Development Agreements provide a process to allow consideration of proposals for orderly and planned growth and development through the provision of certainty in the development approval process by the City, and through corresponding assurances by developers. Development agreements shall contain all of the provisions listed in the California Government Code including the specification of the party responsible for the cost of periodic review. See Land Development Chapter 12, Article 4, for Development Agreement procedures. Development Agreements are a 2-step process, similar to Land Use Plan Amendments, which require initiation by the Planning Commission prior to City Council hearing.

### **Submittal Requirements**

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required. The Submittal Matrix is an easy-to-use tool to help you quickly identify the number of items you need to submit to the City. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

### **Completeness Review Required**


With the exception of the Plan Amendment Initiation process, it is necessary to evaluate all projects being submitted to ensure that all of the required information is provided in order to review the project. This is known as the completeness review. In most cases the completeness review for policy approvals will require submittal of one copy of all

plans/documents as identified in the Submittal Requirements Matrix, along with the deposit and fees (see [Information Bulletin 503](#), "Fee Schedule for Development & Policy Approvals/Permits"). This is known as the Submitted Completeness Review. The Public Notice Package will not be required as part of the Submitted Completeness Review but will be collected at full submittal. After the Submitted Completeness Review, staff will notify the applicant via E-mail whether the application is ready to be fully submitted or whether additional information/clarification is required. This review typically takes up to ten (10) calendar days.

The completeness review can be done while you wait for certain Approval Types as indicated on the Submittal Requirements Matrix. Once it is determined that your submittal is complete (including correct number of sets), you can pay your fees and your application is fully submitted. A Completeness Review Submittal Fee will not be required for these approval types.

### **Guaranteed Second Opinion**

If for any reason you disagree with the results of your completeness review, plan review comments, want some confirmation or to voice a concern, just ask for a second opinion. We guarantee a second opinion upon request.

 <p>City of San Diego Development Services 1222 First Avenue, MS 301 San Diego, CA 92101- 4101 <a href="http://www.sandiego.gov/development-services/">www.sandiego.gov/development-services/</a></p>	<b>Submittal Requirements Matrix</b> <b>Policy Approvals</b>				
APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)				
<p>See Minimum Submittal Requirements Checklist, Policy Approvals for detailed submittal requirements. Some documentation may be combined into single documents if the required information is clearly identified.</p> <p>*The Public Notice Package is not required for submitted completeness review.</p>	1.0 General Application Package	2.0 Policy Documents	3.0 Public Notice Package*	4.0 Other Technical Studies	5.0 Fees & Deposits
<b>LAND USE PLANS – ADOPTION OR AMENDMENT</b> (122.0101) (122.0107)					
Step One - Initiation (Submitted completeness review not required.)	2	2			✓
Step Two - Adoption / Amendment (Submitted completeness review required.)		2	1	(2)	✓
<b>LOCAL COASTAL PROGRAM AMENDMENTS</b> (122.0106)	1	1	1	(2)	✓
<b>DEVELOPMENT AGREEMENTS</b> (124.0102)	1	1	1	(2)	✓
Step One - Initiation (Submitted completeness review not required.)	2	2			✓
Step Two - Adoption (Submitted completeness review not required.)		2	1	(2)	✓
<b>ZONING, REZONINGS &amp; PREZONING</b> ( 123.0102) (123.0111)	1	1	1	(2)	✓
<b>LEGEND:</b> 1 = Number of Copies Required                      (1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist ✓ = Applies to all Plans required                      (142.042) = Land Development Code Section Reference					



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## Minimum Submittal Requirements Checklist Policy Approvals

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements
<b>1.0</b>	<b>GENERAL APPLICATION PACKAGE</b>
1.1	<b>General Application (DS-3032)</b>
1.2	<b>Deposit Account/Financially Responsible Party Form (DS-3242):</b> See instructions on form for more detail
1.3	<b>Ownership Disclosure Statement (DS-318):</b> All applications for projects requiring discretionary action by a hearing body (i.e. Hearing Officer, Planning Commission, or City Council) must include a listing of all owners. The list must include the names and addresses of all individuals, corporate officers, and partners in a partnership who own the property. This is required to ensure that a decision maker does not have a conflict of interest that may affect the decision.
1.4	<b>Proof of Ownership/Legal Lot Status:</b> Provide a copy of the current Grant Deed as proof of current ownership and to verify legal lot status. If the property is described by a metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972 is required. In these cases, also provide a Grant Deed bearing a County Assessor's Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed. <b>NOTE:</b> A Deed of Trust does <u>not</u> substitute for a Grand Deed.
1.5	<b>Assessor's Map Page:</b> The project location must be outlined using a bright-colored, high-lighting marker that will not obscure the print.
1.6	<b>Conditional - Affordable Housing Requirements Checklist (DS-530):</b> Required for all Land Use Plan Amendments, Local Coastal Program Amendments, Development Agreements and/or rezones for residential projects proposing 2 or more units.
<b>2.0</b>	<b>POLICY DOCUMENTS</b>
<b>2.1</b>	<b>Land Use</b>
2.1.1	<b>Step 1 - Letter of Initiation:</b> Provide a letter requesting the initiation to adopt or amend a Land Use Plan, which details the proposal of the changes. The criteria for the initiation of amendments can be found in the General Plan, LU-D.10. See also Policies LU-D.6 and LU-D.8-9. Your proposal requires initiation prior to proceeding to Step 2.
2.1.2	<b>Step 2 - Land Use Document:</b> Provide a copy of the Resolution initiating your proposal and a <del>strikeout</del> underline of amendment text and plan change.
<b>2.2</b>	<b>Local Coastal Program Amendment</b>

Item No.	Requirements
2.2.1	<b>Letter of Request:</b> Provide a letter requesting the adoption or amendment of a Local Costal Program and a detailed proposal of the changes.
2.2.2	<b>Local Costal Program Document:</b> Strikeout underlines of amendment text and plan change.
<b>2.3</b>	<b>Development Agreement</b>
2.3.1	<b>Development Agreement Letter:</b> Provide in detail the proposal for the consideration.
2.3.2	<b>Statement of Consent to Proceed:</b> See Land Development Code Section 124.0102(a).
2.3.3	<b>Grant Deed:</b> Provide a current Deed showing proof of ownership.
2.3.4	<b>Development Agreement Supplemental Form (DS-3038):</b> See instructions on the form for more detail.
<b>2.4</b>	<b>Zoning, Rezoning and Prezoning</b>
2.4.1	<b>Letter of Request:</b> Provide a letter when requesting the adoption of a zone, amending an existing zone, or proposing a pre-zone. The letter should detail the proposed request, including the existing zone and the proposed zone.
2.4.2	<b>Zone/Rezone Exhibit:</b> Provide maps which graphically indicate the boundary of the proposed zone and existing surrounding zones.
<b>2.5</b>	<b>Designation of Historical Resources</b>
2.5.1	<b>Nomination:</b> See Land Development Code Section 123.0202 (a).
2.5.2	<b>Public Notice to Owner:</b> See Land Development Code Section 123.0202 (b).
2.5.3	<b>Historical Evaluation Report:</b> See Land Development Code Section 123.0202 (c).
<b>3.0</b>	<b>PUBLIC NOTICE PACKAGE:</b> A public notice package is required for all actions requiring a Notice of Future Decision (Process 2) or a Notice of Public Hearing (Process 3, 4 and 5). See <a href="#">Information Bulletin 512</a> for information on how to obtain public noticing information and formatting electronic address list on CD-R. <b>Note:</b> This package is not required for submitted completeness review.
3.1	<b>CD-R:</b> Provide a CD-R with owner/occupant information. <b>Labeled “Public Noticing” with Project Number.</b>
3.2	<b>Assessors Map(s):</b> Provide assessors map(s) with 300-foot noticing radius outlined.
3.3	<b>Address lists:</b> Provide paper copy of Excel Spreadsheet with owner/occupant information.
3.4	<b>Supplemental Discretionary Application (DS-3035).</b> Complete, sign, and date.
<b>4.0</b>	<b>OTHER TECHNICAL STUDIES:</b> These studies may or may not be required at the time of project submittal. Depending on the nature of your project, they may be required after the first review cycle.
4.1	<b>Recommended - Drainage Study:</b> A drainage study includes determination of storm run-off (hydrology) and design and sizing of the storm drain facilities (hydraulics). A drainage study is also known as hydrology or hydraulic calculations, prepared by a registered civil engineer per the latest edition of the Drainage Design Manual. A design map(s) should be prepared for each drainage study.
4.2	<b>Recommended - Water &amp; Sewer Studies:</b> Separate Water and Sewer Studies may be required when new mains are proposed and when connections are proposed to existing City mains. The water and sewer studies are prepared by a registered civil engineer, per the Water and Sewer Design Guides, and are reviewed for acceptance by the Water and Wastewater Review Sections. The studies must be separate and include drawings of all existing and proposed work and new/existing roadways. Calculations for determining water and/or sewer main sizes in regards to the designated zoning areas (i.e., commercial, residential) must also be included. Where proposed sewer mains are deeper than 12 feet, a soils analysis is also required
4.3	<b>Recommended - Traffic Study:</b> A traffic study may be required if any intersection or roadway segment affected by a project would operate at a Level of Service E or F under either direct or cumulative conditions. For more information see the City of San Diego Significance Determination Guidelines under CEQA, Appendix A of <a href="#">Land Development Manual</a> .
4.4	<b>Recommended - Noise Study/Report:</b> A noise study may be required if the proposed project produces or would be subject to noise levels exceeding 65 dB CNEL at exterior areas or 45dB CNEL for interior areas. For more information see the City of San Diego Significance Determination Guidelines and the City of San Diego Acoustical Report Guidelines under CEQA, Appendix A of <a href="#">Land Development Manual</a> .

## PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
4.5	<b>Recommended - Biological Survey/Report:</b> If biological resources are present on your site, a survey must be conducted to determine the nature and extent of the biological resources. The survey/report should identify the number and extent of each type of biological resource found on the site. For more information see the City of San Diego Significance Determination Guidelines under CEQA, Appendix A of <a href="#">Land Development Manual</a> , City of San Diego Guidelines for Conducting Biological Surveys, and the <a href="#">Land Development Manual Biology Guidelines</a> .
4.6	<b>Recommended - Historical Survey/Archaeological Report:</b> If historical resources are present on your site, a historical survey may be required to determine the nature and extent of the historical resources. For more information, see the <a href="#">City of San Diego Historical Resources Guidelines</a> .
5.0	<b>DEPOSIT/FEES [See Information Bulletin 503]</b> The deposit and application fees as identified in Information Bulletin 503 must be paid at the time the project is submitted. Checks must be made payable to the “City Treasurer” for the exact amount owed. Invoices can also be paid using our on-line payment system through <a href="#">OpenDSD</a> ; however, they must be paid the day of submittal.